

TO: Ms. Andrea Comer
Mr. Allan B. Taylor
Mr. Robert Trefry
Mr. Stephen P. Wright

FROM: Ms. Gloria McCree, Director
Office of Internal Audit

DATE: May 24, 2013

**SUBJECT: Finance, Audit and Department Matters Committee Meeting
May 28, 2013, at 1:30p.m. in room 307-A**

The following is the agenda for the May 28, 2013, Finance, Audit and Department Matters Committee meeting:

- I. **Approval of Minutes** – March 7, 2013 (*attachment I*)
- II. **Financial Matters** – (*Mr. Brian Mahoney*)
 - a) Town of Columbia's Minimum Budget Requirement (MBR)
- III. **Office of Internal Audit Agenda Item** (*Ms. Gloria McCree*)
 - a) Approval of Office of Internal Audit FY 2013-14 Audit Plan
- IV. **Other Matters**

GM/pj

cc: Mr. Stefan Pryor
Mrs. Pamela V. Charland
Mr. Levy Gillespie
Mr. Brian Mahoney

Attachment